

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post <b>AMCONGEN GUAYAQUIL</b>	2. Agency <b>DEPARTMENT OF STATE</b>	3a. Position Number <b>A51209</b>
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

## 4. Reason for Submission

- ☐ a. Redescription of duties: this position replaces  
(Position Number) \_\_\_\_\_, (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade) \_\_\_\_\_
- ☐ b. New Position \_\_\_\_\_
- ☐ c. Other (explain) \_\_\_\_\_

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	TRADES HELPER, FSN-1210	3		12/01/2011
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <b>VACANT</b>
8. Office / Section <b>US CONSULATE GENERAL</b>	a. First Subdivision <b>MANAGEMENT OFFICE</b>
b. Second Subdivision <b>FACILITIES MANAGEMENT</b>	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position <b>VACANT</b> _____ Printed Name of Employee  _____ Signature of employee      Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position <b>CARLOS JIMENEZ</b> _____ Printed Name of Supervisor  _____ Signature of Supervisor      Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position <b>JESSE CONNELLY</b> _____ Printed Name of Chief or Agency Head  _____ Signature of Section Chief or Agency Head      Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <b>DONALD COLEMAN</b> _____ Printed Name of Admin or Human Resources Officer  _____ Signature of Admin or Human Resources Officer      Date (mm-dd-yyyy)
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**13. BASIC FUNCTION OF THE POSITION**

The Trades Helper position assists skilled tradesmen with the performance of maintenance and repair duties at the Consulate's government-owned and leased residential properties. Under the supervision of the Maintenance Supervisor, the incumbent position may perform entry level journeyman repairs for electrical equipment, plumbing systems, carpentry and other related trades.

**14. MAJOR DUTIES AND RESPONSIBILITIES****Electrical:****30%**

Assists the electrical technician in the maintenance and repair of all types of electrical projects, including installation, wiring, and checking items in conjunction with the preventive maintenance program requirements. Repairs light switches and florescent lights and replaces and repairs circuit breaker and outlets.

<b>Plumber:</b>	<b>30%</b>
Assists the maintenance mechanic in the maintenance and repair of all types of plumbing, including repair and installation work of the sanitary and water systems in the consulate buildings, government owned and leased properties, repair of minor and major leaks in household piping, repair water pumps, swimming pools pumps, and water heaters. Also assists with repairs in conjunction with preventive maintenance program requirements.	
<b>Other Maintenance Projects:</b>	<b>30%</b>
Assists with any additional maintenance projects at the consulate and other government owned and leased properties, including repairs, renovations, painting, welding, and masonry as requested by the supervisor.	
<b>Driving:</b>	<b>5%</b>
May serve as chauffeur transporting passengers or cargo as needed	
<b>Other duties:</b>	<b>5%</b>
Assist with other tasks as needed, including escorting contractors. Must help keep tools in proper conditions and adhere to SHEM safety practices.	
<b>Note:</b> "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."	

## **15. REQUIRED QUALIFICATIONS**

- a. **EDUCATION:** Completion of secondary school is required.
- b. **PRIOR WORK EXPERIENCE:** Two year experience as a trades helper or similar maintenance work.
- c. **POST ENTRY TRAINING:** On the job training.
- d. **LANGUAGE PROFICIENCY:** Level II English (rudimentary) and Level III Spanish (good working knowledge)
- e. **KNOWLEDGE:** General knowledge of basic electrical, plumbing and masonry practices and procedures and other trades.
- f. **SKILLS AND ABILITIES:** Must possess general mechanical and trades skill. Must be able to use proper tools and techniques. Must have a valid driver's license, class B.

## **16. POSITION ELEMENTS**

- a. **SUPERVISION RECEIVED:** direct supervision from maintenance supervisor or engineer.
- b. **AVAILABLE GUIDELINES:** Written and verbal work instructions and standard practices.
- c. **EXERCISE OF JUDGEMENT:** Judgment in how to make repairs effectively is important, as is an understanding of when to seek guidance from the supervisor when safety concerns or other factors that could delay work arise.
- d. **AUTHORITY TO MAKE COMMITMENTS:** Worker's time as needed to accomplish tasks; may make limited commitments of supplies and materials.
- e. **NATURE, LEVEL AND PURPOSE OF CONTACTS:** Helpful, cooperative interaction with consulate employees and their families.
- f. **SUPERVISION EXERCISED:** None
- g. **TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** Six months.

**DS-298** (Formerly OF-298)  
**04-2008**